



WORK AT ADP AND YOU CAN MAKE A DIFFERENCE IN THE LIVES OF OTHERS.

The mission of the Department of Alcohol and Drug Programs (ADP) is to lead efforts to reduce alcoholism, drug addiction, and problem gambling in California by developing, administering, and supporting prevention, treatment and recovery programs.

Job Opportunity:

Associate Governmental Program Analyst Program Services Division - Prevention Services Branch

Permanent, Full-time, \$4,400 - \$5,348

View full Duty Statement:
<http://www.adp.ca.gov/jobs>

Position Summary:

The ADP/PSD Prevention Services Branch has an opening for an AGPA to work with the Prevention Program Management Section. Under the direction of the SSM I, the incumbent will work with an exceptionally dedicated team at the forefront of California's Alcohol Tobacco and Other Drug (ATOD) Prevention Field. The main functions of the position will be: to craft informative and persuasive documents; research/summarize/analyze legislation that pertain to (ATOD) prevention; review and validate ATOD prevention service data to ensure Net Negotiated Amount (NNA) Contract requirements are met; serve as a resource for county implementation of the Strategic Prevention Framework (SPF); oversee contracted prevention services; serve as subject matter expert on emerging prevention related issues; assist in the implementation of special projects and task forces; and other duties as required.

Desirable Qualifications:

Applications may be prescreened. Only the most competitive applicants will be interviewed.

- Excellent in verbal and written communication.
- Exceptional aptitude to understand information/data and underlying policies, effectively make decisions and accurately convey recommendations/directions.
- Ability to quickly organize and effectively respond to multiple tasks.
- Ability to conceptualize and implement new projects. Skilled writing ability to produce clearly understood products.
- Dependable with good work habits. Work well within a team, in workgroups, or independently.
- Excellent Internet research capabilities and strong personal computer skills in use of Microsoft Office Programs.

Final Filing Date: October 18, 2010

If you would like to become a part of a team which supports diversity and is dedicated to reducing addiction in California, please submit your application to:

Contact:

Mary Asoo
Department of Alcohol and Drug Programs
1700 K Street, 4th Floor
Sacramento, CA 95811
(916) 445-1650, TDD (916) 445-1942

RPA #

A10-041-461

Position #

798-461-5393-708

Who Should Apply:

State employees in the above classification, persons with list eligibility, interest in lateral transfer from an equivalent class, or reinstatement. **All interested applicants must submit a resume, and a standard State Application Form STD 678, with an original signature to the contact person identified above. Clearly indicate the basis of eligibility in line item number 12 of the STD 678.**

The Department of Alcohol and Drug Programs is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.